


NEVADA DEPARTMENT OF WILDLIFE POLICY AND PROCEDURE	Pages: 12 (plus forms) Effective: July 20, 2007. Amended August 31, 2007. Amended December 2007.  Approved:
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TITLE: Travel and Per Diem

REFERENCE: NRS 281.160, NRS 616C.477, State Administrative Manual (SAM 0200).

AFFECTED EMPLOYEES: Director (Pos. No. 0100), Deputy Director (Pos. No. 0101), Administrative Services Officer I (Pos. No. 0120), Accounting Assistant II (Pos. No. 0124), All Employees.

PURPOSE: To provide guidelines upon which to determine when an employee is entitled to receive reimbursement for out-of-pocket expenses for travel, meals and incidentals in the transaction of public business.

POLICY: The Department recognizes that to accomplish its goals of management, survey, enforcement, research and development of wildlife needs, daily field trips or extended overnight trips are necessary. Therefore, it is the policy of the Department to reimburse the employee for travel and per diem expenses as a basic operating cost. The Department will reimburse expenditures of the employee in the transaction of public business to the limit authorized through law and rates set forth by the Nevada State Board of Examiners in the State Administrative Manual (SAM), which are comparable to the rates established by the U.S. General Services Administration (GSA).

Travel must be by the least expensive method available, considering total cost, time spent in transit, availability of state-owned automobiles and special use vehicles. All employees traveling on official state business are expected to incur expenses in a prudent manner and exercise the same care the employee would exercise if traveling on personal business. The department encourages the consideration of all alternatives for in-state travel, such as the State's various video teleconferencing facilities, whenever feasible.

DEFINITIONS:

Camp Status refers to an employee who is in travel status that does not stay in a motel or Department-provided facility, but rather uses a tent, cot, sleeping bag, etc. for camping.

M&IE means Meals and Incidental Expenses.

Municipality means village, town, or city.

Non-surveyed area means an area is not listed on the federal travel per diem web site.

Out-of-pocket expense means money used for meals where the meal is purchased from a commercial dining establishment or for groceries for a campout while in travel status or when used for lodging where lodging services are paid for/purchased by the employee.

Per Diem means the allowance for lodging, meals and incidental expenses.

Personal Gear refers to sleeping bag, cot, tent, camping stove, cooking utensils, etc. that are owned by the employee.

Surveyed area means an area is listed on the federal travel per diem web site.

Travel Status means when employee is on public business away from the office, within the State or outside of the State at least fifty (50) miles outside the municipality in which the employee's duty station is located. For reimbursement purposes, at least fifty (50) miles qualifies as travel status for meals and overnight lodging. Travel begins and ends at the duty station unless the employee has been approved to leave from home as it is closest to the destination.

PROCEDURE:

Overview

NDOW State officers and employees in travel status shall receive reimbursement as authorized by the Nevada State Board of Examiners, at a rate comparable to the per diem rates for lodging, meals, and incidental expenses established by the US General Services Administration (GSA), with taxes also reimbursable. The maximum allowance rates for lodging vary by city/county and by season, and can be found on the website <http://www.gsa.gov/perdiem>. A copy of the current GSA allowance for lodging and M&IE for that location is required to be submitted with the travel claim.

If an area is not listed on the federal travel per diem web site, the rate will be the GSA rate established for lodging per night, and meals and incidentals per day for non-surveyed areas. The GSA Per Diem Footnotes further clarifies the per diem locality:

1. Unless otherwise specified, the per diem locality is defined as "all locations within or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
2. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

Supervisors are responsible for reviewing and approving allowable claims and disapproving or rejecting disallowable claims.

IN-STATE TRAVEL

People in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administration (GSA) for the state of Nevada. Maximum per diem reimbursement rates for Nevada's lodging, meals and incidental expenses are established by city/county and vary by season. The federal GSA rate established for lodging per night, and meals and incidentals per day will be the rate for non-surveyed areas.

Receipts are required for all lodging expenses except in cases where an employee requests the standard non-surveyed Continental United States (CONUS) federal per diem rate, or less. For example: Travel in a rural area that is not listed on the GSA list is considered non-surveyed, and would be the standard federal per diem rate. Thus, claiming that federal per diem rate or less for non-surveyed areas would not require a receipt.

Exceptions to the GSA Rates - In-State Travel

According to the State Administrative Manual, certain exceptions to the rate of reimbursement are allowed for in-state lodging. Upon approval of the agency head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:

- a. Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
- b. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. For example, Fridays, Saturdays, and Sundays are often priced significantly higher than weeknights.

If the condition(s) above exist, agencies may apply the following rules to the rate of reimbursement

for in-state travel:

- c. 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites;

OUT-OF-STATE TRAVEL

People in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administration (GSA) for the area established by the city/county and vary by season. Maximum per diem reimbursement rates for other states' lodging, meals and incidental expenses are established by city/county and vary by season. The federal GSA rate established for lodging per night, and meals and incidentals per day will be the rate for non-surveyed areas.

Receipts are required for all lodging expenses for Out-Of-State Travel.

Exceptions to the GSA Rates - Out-of-State

According to the State Administrative Manual, certain exceptions to the rate of reimbursement are allowed for out-of-state lodging. Upon approval of the agency head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:

- a. Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
- b. costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. For example, Fridays, Saturdays, and Sundays are often priced significantly higher than weeknights.

If the condition(s) above exist, agencies may apply the following rules to the rate of reimbursement for out-of-state travel:

- c. 175% of the federal per diem rate for surveyed out-of-state sites or;
- d. 300% of the standard CONUS federal per diem rate for non- surveyed out-of-state sites.

TAXES & MEAL/INCIDENTAL REIMBURSEMENTS FOR ALL TRAVEL

Taxes

In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount.

Meals

Meals will be reimbursed in accordance with the current GSA allowance for meals and incidental expenses (M&IE). Receipts are not required for the M&IE allowance, yet a copy of the current GSA allowance for lodging and M&IE must be included with the employee travel claim, whether in-state or out-of-state. The M&IE rates vary by season, for guidance on deducting these amounts employees should refer to the "Meals and Incidental Expense Breakdown" link on the GSA website. Pursuant to SAM 0206.0 the hours and conditions to which employees are allowed to claim meals should be included within each agency's travel policy; NDOW employees will claim M&IE only within the *hours and conditions for reimbursable meals* outlined in this policy.

Hours and conditions for reimbursable meals - For travel lasting more than one day the employee will be reimbursed for meals and incidental (M&IE) at 100% the GSA rate for each full day.

Customary Meal times - For travel days and same-day travel, qualifying meals for per diem and the \$3 for incidentals are reimbursable according to the customary mealtime during which those activities fall, and the GSA cost per meal. For the purpose of this policy, customary mealtimes are considered, noon to 1 p.m. for lunch, and 6 p.m. to 7 p.m. for dinner.

Therefore, an employee may claim out-of-pocket expenses for:

Customary Mealtimes	Breakfast 7-8am	Lunch 12-1pm	Dinner 6-7pm
Reimbursable meal if...	Employee begins travel on or before 7am.	Employee begins travel on or before 11am.	If employee ends travel on or after 7pm.
M&IE Rate	See Federal GSA for surveyed area. If non-surveyed, then use Standard M&IE	See Federal GSA for surveyed area. If non-surveyed, then use Standard M&IE	See Federal GSA for surveyed area. If non-surveyed, then use Standard M&IE

For example, if an employee leaves the duty station at 7:00 a.m. and returns at 5:00 p.m. the same day, the employee is eligible to receive reimbursement for breakfast, lunch, and incidentals, but not dinner.

Supervisors are responsible for reviewing and approving allowable claims and disapproving or rejecting disallowable claims.

Meals eaten or lodging utilized at no cost to the employee, in-flight meals, or meals included in conference registration fees are not eligible for reimbursement and cannot be claimed. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided.

Incidental Expenses - such as for luggage carts, metered parking, subway/bus tolls, toll charges, and tips will be reimbursed without receipt for up to \$3 per day.

Actual expenses may be claimed for parking or vehicle storage fees for private or State vehicles, and commercial transportation costs (i.e., taxi, shuttle bus, railroad tickets, etc.).

Charge card fees for cash advance of \$4 (receipt will not show the charge, but the receipt provides proof of ATM use) and automated teller machine (ATM) charges up to \$3 per authorized advance may be claimed. When an employee is traveling out-of-state for longer than one week, the employee may be reimbursed for the cost of having his clothes laundered.

LESS THAN 24 HOURS

Employees shall receive reimbursement for expenses in the transaction of non-routine public business for a period of less than 24 hours for out-of-pocket expenses for meals, incidental expenses, and parking fees for certain activities

These activities require supervisor approval and may include:

- a. Work meetings with meals (Example: When the employee has been asked to be a presenter or participant at meetings such as the Conservation Forum, etc.);
- b. When employees are involved in non-routine activities at least 50 miles or more outside the municipality; or
- c. When employees are on special assignment outside the employee's work area.

CAMPING PER DIEM

Camp Status refers to an employee who is in travel status that does not stay in a motel or Department-provided facility, but rather uses a tent, cot, sleeping bag, etc. for camping.

Note: NRS §281.160 (6) allows an agency to adopt a rate of reimbursement less than the amounts specified in NRS §281.160 (1) where unusual circumstances make that rate desirable. An agency adopting such rates, must submit their proposed policy to the Board of Examiners for approval. The lesser rates may not be adopted until such approval. A person employed by an agency that has adopted a lesser reimbursement rate shall be reimbursed in accordance with the agency's regulations. Members of boards, contractors, and commissions will be reimbursed at the State rate.

Camping/Personal Gear Reimbursement

Employees in camp status who use their own personal gear; including sleeping bag, cot, sleeping pads, tent, camp stove, cooking utensils, etc., may claim for \$5 rate per night for maintenance and long-term replacement for all of the employee's personal gear. This \$5 applies to one or all personal gear items, and not to each individual item. For example, if an employee used his or her tent, sleeping bag, and cot the reimbursable camp rate would still be \$5 total.

For claim form purposes, the rate is to be entered in the lodging column on the travel claim. In the "purpose" section, indicate that this is camp status.

Camping Meal Reimbursement

The Department of Wildlife camps more often than most departments, and thus a special camp rate for meal reimbursement has been established based on previous allowances in the SAM.

Meals are reimbursable if they are taken at least 50 or more miles from the duty station municipality and the meals are eaten at an out-of-pocket expense to the employee. Meals and Incidental Expenses (M&IE) will be reimbursed at the following rates, according to customary mealtimes:

Customary Mealtimes	Breakfast 7-8am	Lunch 12-1pm	Dinner 6-7pm
Reimbursable meal if...	Employee begins travel on or before 7am.	Employee begins travel on or before 11am.	If employee ends travel on or after 7pm.
Camp Status M&IE Rate	\$5.50	\$6.50	\$14.00

Work Crew or Workshop Designation

The Department may, at the supervisor's discretion:

- Pay the costs of room and board directly to a concessionaire, in which case the employee shall not claim reimbursement; or
- Reimburse the employee or crew at the GSA rates established pursuant to this policy; or
- Purchase groceries for the project as a direct purchase authorization, in which case, the employee shall not claim reimbursement. The direct purchase will be supported by an approved purchase order specifying "in lieu of meal per diem," dates of meals, purpose and location of work crew, and a list of all participants.

USE OF PERSONAL AIRCRAFT - If an employee elects to utilize his own aircraft in the line of public business, he may be reimbursed up to the maximum allowed for a similar commercial flight, based on the State's contract prices(s), depending on the negotiated rate between the employee and Division Chief. This requires prior approval of the supervisor and submission of proof of insurance to Risk Management prior to use of the personal aircraft. Under no circumstances will the cost of utilizing this alternative exceed the cost of its commercial (air coach) alternative when all costs are considered, or the per mile rate if the employee had driven.

NON-REIMBURSABLE ACTIVITIES

- a. **Boarding Pass Charges** - Southwest Airlines allows employees to check in and print boarding passes up to 24 hours before the flight. If the boarding passes are printed at the hotel or if the employee checks in via wireless network there are charges to the agency. Since employees are not required to check-in using these methods, the State considers the services as a convenience. These fees are not reimbursable expenses; therefore, employees are encouraged to check in and print boarding passes at the airport or where there are no charges to the employee.
- b. **Meals During Routine Duties** - Unless the employee is in travel status (more than 50 miles from duty station for a period of 24 hours or more), employees are not entitled to receive reimbursement for meals if the activities are routine duties within the employees' designated areas of responsibilities even if the activity is 50 or more miles from the duty station.

EXCEPTIONS TO TRAVEL STATUS DEFINITION

Lodging and/or per diem for an overnight stay in areas less than 50 miles of the employee's duty station will not be allowed unless justified in writing and approved by the supervisor and only for the following conditions:

1. Inclement weather or adverse road conditions make travel difficult or unsafe;
2. Late official meetings are required;
3. Individuals involved are conference hosts responsible for meeting arrangements;
4. Special assignments approved by the employee's supervisor.

Mandatory Advanced Approval prior to Out-of-State Travel

All out-of-state travel must be approved in advance (except for emergencies, in which case an approved request must still be submitted as soon as possible following the emergency). Travel out-of-state cannot proceed until the Out-of-State Travel Authorization Request form is signed and approved by the employee's supervisor and the Deputy Director or Director. This approval is required even when no cost will be incurred for the travel. Operational fieldwork in the immediate vicinity not to exceed 90 miles of the Nevada border requires no formal approval. Extended trips for out-of-state law enforcement investigations require the employee fax or e-mail the Out-of-State Travel Authorization Request form to the supervisor for approval prior to travel.

Each employee having a need to travel outside of the State on public business will make a request through the employee's supervisor on an Out-of-State Travel Authorization Request (incorporated by reference) form at least 30 days before the trip, insuring that the following information and procedure is followed. *The out of state travel form shall include:*

1. Section 1
 - a. Name of employee.
 - b. Destination. If the destination is other than a city, name the locality or location.
 - c. Destination phone number.
2. Section 2
 - a. Dates of travel status.
 - b. Purpose of the trip
 - (1) If the trip is for a meeting or conference, the name of the sponsoring organization (where acronyms are used, the name of the organization must be "spelled out" at least once).
 - c. An agenda/letter of invitation must be attached to the request.
3. Section 3
 - a. Cost of trip and total of the request.
4. Section 4
 - a. Is employee combining state business with personal business (yes or no).
 - (1) If the employee is combining state business with personal business, the employee must submit a written request for permission to the Director stating that no additional costs will be incurred by the State. The approved request must be attached to the Out-of-State Travel Authorization Request.
 - (2) How many people are attending the meeting? And is this a training session (yes or no)?

- b. The employee must complete the Delegation of Expenditure Authority information to show that the trip had been budgeted.
- c. The employee must complete the project coding.
- d. Original signatures are required from the supervisor, Division Chief, Administrative Services Officer I (Pos. No. 0120), and the Deputy Director/Director.
- e. If a private vehicle is requested to be used, the Use of Private Vehicle Authorization form must be attached.
- f. Travel must be by the least expensive method available when such factors as total travel time, salary of traveler, overtime generated, availability of agency vehicles and transportation costs are considered.
- g. After the employee completes an Out-of-State Travel Request, the request must be submitted to the employee's supervisor for approval.
- h. The immediate supervisor will sign and forward to the Division Chief.
- i. The Division Chief signs as either approved or disapproved. If approved, the form is sent to the Administrative Services Officer I (ASOI) (Pos. No. 0120) for review of available Delegation of Expenditure Authority and proper coding. After review, the ASOI will forward the request to the Deputy Director (Pos. No. 0101) or Director (Pos. No. 0100). If approved the request is sent to the Accounting Assistant II (Pos. No. 0124) who will fax a copy of the approved form to the traveler. If the request is denied, it will be returned to the supervisor who will notify the employee involved.
- j. No costs shall be incurred or obligations made, absent exigent circumstances, without an approved Out-of-State Travel Authorization Request.
- k. Daily expenses for meals and lodging. A copy of the current GSA allowance for lodging and M&IE must be included* (see sample in Appendix).
- i. If legitimate exceptions to the GSA rate are requested, employee may write on the travel claim the reason GSA could not be met (such as weekend lodging rates increased, or conference rate was established).

Per Diem Claims for Workers Compensation Travel or Retirement Board Appointments

Employees who have returned to work from an absence due to a work-related injury or occupational disease and who must be absent from work to travel more than 50 miles to a subsequent medical appointment will receive his regular hourly rate for his scheduled work hours when traveling to workers' compensation doctor's appointments.

TRANSPORTATION

Travel in-state or out-of-state must be by the least expensive method available when such factors as total travel time, salary of traveler, availability or need for agency vehicle, overtime generated and cost of transportation are considered.

1. If travel is by Department or motor pool vehicles, employees should carpool whenever possible and economically advantageous to the agency.

2. **If travel is by commercial airline, the employee must use air coach service only.**

- (1) Employees traveling between Reno and Las Vegas must use the Southwest Airlines corporate Internet booking tool, SWABIZ, to obtain low fares and Rapid Rewards credit. Employees traveling outside the state to destinations serviced by Southwest Airlines should use SWABIZ to book flights. SWABIZ does not charge service fees to book flights; however, if any changes are made to the reservation, there may be a charge for the differences between the two reservations.

- (2) Instructions for establishing an account and making reservation using the Ghost Card (Department account for the State facilitated credit card) are found on the State Purchasing website at: www.purchasing.state.nv.us/employee_travel.htm.

SWABIZ benefits include: Internet only and everyday low fares available; last seat availability, no set up, reporting, change, transaction, or cancellation fees; no minimum revenue required; reservation modification, exchange, or refund online; 24-hour support for Travel Manager and traveler. SWABIZ does charge for reservation changes and the charge is made through the State facilitated credit card. These fees can vary from a few dollars to more than \$100; therefore, it is the employee's responsibility to keep these changes to a minimum. It is also the employee's responsibility to notify the Accounting Assistant II (Pos. No. 0124) if a reservation has been cancelled so the refund or credit can be tracked.

- (3) Employees traveling to destinations not serviced by Southwest Airlines may use a travel agent; however, the employee must use the Department approved travel agents as only these agents have our account number.
- (4) Whenever possible, employees should purchase tickets 14 days in advance for the best savings.
- (5) Before making reservations, the employees should consider whether to purchase nonrefundable or refundable tickets. Nonrefundable tickets are less expensive and should be used when the employee is fairly certain there will be no changes to the reservation as is often the case when traveling to a destination.
- (6) However for the return reservation, if there is a chance that the employee may need to change the flight, the refundable ticket may be less expensive in the long run, particularly if the public business finishes earlier or later than expected. If employees change tickets to earlier or later flights, the employees may have to pay out-of-pocket at the counter using a personal credit card for the difference but may submit the fee for reimbursement on the travel claim. SWABIZ bills for changes on the agency State facilitated credit card billing.
- (7) As of the time of this policy, employees need to be aware that tickets are not allowed to be changed within 4 hours of the flight time without incurring additional charges. Therefore, changes to flight itinerary within 4 hours of flight time should be avoided. These rules are subject to change by the airline, so employees may want to check with the Accounting Assistant II so additional charges are not incurred.
- (8) Employees are encouraged to participate in airline bonus flight points for miles flown or as an inducement to travel with that airline for State travel. Any bonus flight points or incentives accumulated for State travel must be used to reduce the Department's future travel expenses.
- (9) Employees making Internet travel reservations through travel websites such as Expedia.com are responsible for any cancellation fees assessed by the travel website. The State does not reimburse the employee for these fees.
- (10) If air service does not include meals while en route, the employee will be reimbursed for each meal which is obtained at an out-of-pocket cost to the employee at the SAM rate. If the service does include meals, the employee will not be entitled to reimbursement.
- (11) Transportation to and from air terminals may be by bus, limousine, shuttle, or taxi, whichever rate is less.

Use of Private Vehicles – Use of private vehicles for travel for public business is strongly discouraged because of the added expense to the agency and liability to the employee. However, if all other travel alternatives have been evaluated and use of private vehicles is found to be the best alternative at the least cost to the Department, an employee may be authorized to use a private vehicle for travel purposes upon the advanced written approval of the supervisor, chief, Deputy Director or Director. Funds must be available to cover the cost within the budget to which the expenditures are to be charged.

It is the employee's responsibility to obtain and report the current costs for all available methods of travel on the Authorization to Use Private Vehicle form* (see Appendix) for the supervisor's consideration and evaluation. A separate written approval must be obtained in order to be reimbursed every time a personal vehicle is used on public business. The approved "Authorization to Use a Private Car" form must be attached to the Travel Expense Reimbursement Claim.

The Board of Examiners established rates for use of private conveyance will be the rate of reimbursement.

1. **Employee convenience** - The rate of reimbursement for the use of a private vehicle when travel is for the convenience of the employee shall be based on Board of Examiners established rates at one-half the standard mileage reimbursement rate.
 - a. The employee will be reimbursed based upon whichever method of travel is the least expensive—mileage per Board of Examiners or airline coach fare.
 - b. The employee will not receive reimbursement for meals or other costs en route that would not have been incurred if the employee had used a Department vehicle or commercial vehicle, or where airfare would have been the desired travel method considering travel time and cost. The supervisor will ensure compliance upon review and approval of claim.

2. **Employer convenience** - Reimbursement for the use of a private vehicle for the convenience of the Department may be approved, only if:
 - a. There is no adequate Department vehicle available; or
 - b. There is no State motor pool vehicle available; or
 - c. The use of a private vehicle at the rate per mile is less than using a Department or motor pool vehicle; or
 - d. All factors considered, the use of a private vehicle is the most cost-effective method available; or
 - e. Special assignment if approved by the supervisor.

Special Notes: The State's insurance does not extend to or over an employee's personal vehicle in the event of an accident. Any damage claims are, therefore, charged to the employee's own insurance coverage. Similarly, the State's blanket policy does not indemnify an employee in the event of bodily injury resulting from a traffic accident while operating their own vehicle, even on official business.

All Agency Memorandum - #2006-21, May 16, 2006: SAM 0500, Section 0506.0 (1) states that an employee who is required to travel at least 25 percent of his time in a personal vehicle can be reimbursed up to \$500 of the personal auto insurance deductible, under certain circumstances, if the employee is involved in a collision in their personal vehicle while on State business. This does not apply to comprehensive damage. To qualify, the employee must have agency documentation that a State vehicle was not available at the time of the collision and that use of the personal vehicle was not for the convenience of the employee. The Department must fund this program for the qualified employees, report the list of eligible employees to the Risk Management Division, and pay a premium to fund the coverage for the private vehicle use in order for the employee to qualify for reimbursement. With this liability, no employee will be asked to use a personal vehicle for the convenience of the Department at the 25 percent level.

Travel Claim Filing Procedures

All claims for travel reimbursement must be approved by the supervisor prior to submittal. Claims will be submitted in a timely manner using the Department's approved Travel Expense Reimbursement Claim form (incorporated by reference).

Claims submitted using the incorrect or personalized form will be returned to the employee without action pending submission of the correct form. Travel claims should be submitted within 10 days, but in no case longer than 30 days after completion of travel except under extraordinary circumstances. For employees using the State facilitated charge card, a 5-day turn around is required in order to be reimbursed for interest charges incurred on a late payment.

Submit an original Travel Expense Reimbursement Claim and original receipts (no copies except under extraordinary circumstances) to the Fiscal Services Section via the supervisor. *The Travel Claim form shall include:*

1. Employee's Name/Position; Internal ID; Department/Division; Official (duty) Station.
2. Check the appropriate affidavit statement for "travel advance" or "no travel advance."
3. Employee's signature which attests to the accuracy of the claim and complies with this policy and procedure. The claim must have an original signature (in blue ink) from the employee.

4. The supervisor's signature which attests to the review and accuracy of the claim and complies with this policy and procedure. The claim must have an original signature (in blue ink) from the supervisor.
5. The traveler's status as a state officer or employee, board or commission member, or independent contractor.
6. Actual date and time of entering or leaving travel status shall be reported to the nearest fifteen minute interval.
 - a. Enter travel status time should be entered on first date of travel only.
 - b. End time of travel status should be entered on last day of travel only.
 - c. Do not include entering or leaving times for the days in-between.
7. Destination and the purpose of each trip. The destination must be a geographical location, locatable on a map. The purpose of travel must be specific.
8. Whether the travel was for training (yes or no).
9. Transportation method to include code/mileage/cost. If travel was by private car, the approved authorization must be attached to the claim.
10. Miscellaneous expenses (code and cost) unless included in M&IE.
11. Daily expenses for meals and lodging. A copy of the current GSA allowance for lodging and M&IE must be included* (see sample in Appendix) with the employee travel claim. Receipts are required for all lodging costs. If no meal or lodging is claimed while in travel status, enter a statement below the last entry explaining why (Example: "Provided at no cost to employee").
12. Allowable or disallowable expenses:
 - a. Toll telephone calls for official purpose should not be claimed on the travel claim; calls should be charged to the telephone credit card.
 - b. Telephone fees for using the telephone (i.e. "Access Charges") may be claimed. However, they must be separately delineated on the travel claim and not be included as part of the "lodging" cost.
 - c. Dues and registrations should be paid by purchase order. However, if an employee pays out-of-pocket for the dues or registration, the employee may request reimbursement on the Travel Expense Reimbursement Claim providing proof of payment by the employee is included with the claim.
13. Camp Status? (yes or no).
14. The employee's work schedule (as reported on NEATS), if other than 8 a.m. to 5 p.m. Monday through Friday, must be indicated on the Travel Expense Reimbursement Claim.
15. Code the claim to the complete account code:
 - a. Org (Division and fund source, 4 digits)
 - b. Sub-Org (Project, 2 digits)
 - c. Job (location, 2 digits)
16. Totals for the claim.
17. Attach all necessary receipts:
 - a. Copy of the flight itinerary (whether paid by State facilitated credit card or employee personally). A copy of the flight itinerary receipt must be submitted to the Fiscal Services Section Accounting Assistant II (Pos. No. 0124) as soon as the flight has been booked to enable a cross-reference between the State facilitated credit card flight billings and the employee's travel claim.
 - b. Transportation expenses for shuttles, taxis, train, etc.
 - c. Parking/storage fees must indicate private car, state car, or rental car.
 - d. Hotel receipts for all lodging except in-state standard non-surveyed Continental United States (CONUS) federal per diem rate, or less.
 - e. ATM and bank transactions associated with the travel.
18. At the end of a fiscal year, if the travel spans the end of June and the beginning of July, the employee must submit two Travel Expense Reimbursement Claim forms:

- a. One form for the dates in June with the statement "Trip Continued in FY ____" (fill in fiscal year).
 - b. One form for the dates in July with the statement "Trip Continued from FY ____" (fill in fiscal year).
 - c. Both claims are due to the Fiscal Services Section by July 10th.
19. Travel necessary on a regular day off as a result of Department business the day previous or day following may be considered overtime. If travel is the only work accomplished, overtime shall be for actual travel status time only.
20. Claims submitted by Nevada Board of Wildlife Commissioners will be reviewed and signed by the Director or a designee.
21. Travel claims submitted should be considered full compensation for all meals and lodging, including tips, ATM surcharges for the State facilitated credit card withdrawals, and minor miscellaneous expenses such as local telephone calls. Reimbursement is limited to the SAM rates.

Use of State Facilitated Charge Card and Cash Advances

1. **Credit Card** - The State facilitated charge card is for official public business only. The card must not be used for personal use.
- a. The payment of the charge card bill, whether used to pay for public business travel expenses or for cash advances for State travel, is the responsibility of employee to whom the charge card is issued.
 - b. The total amount charged on the card is due monthly. Balances cannot be carried over.
 - c. The Department will reimburse the employee for interest charges incurred due to late reimbursement of the travel claim, if the travel claim has been filed timely within 5 days after returning from the trip to which the interest charge relate.
 - d. Non-payment and/or slow payments on the account directly affect the employee's personal credit rating.
 - e. Delinquent accounts will be cancelled.
 - f. The Department receives monthly reports reflecting the status of each cardholders account. The Accounting Assistant II (Pos. No. 0124) will monitor employees' credit card activity on a monthly basis pursuant to SAM 230.0. Monitoring will include:
 - (1) If the employees using the State facilitated credit cards are timely in their payments.
 - (2) All charges are related to the travel in conducting the State's business.
 - (3) Charges unrelated to the State's business will be referred to the employee's supervisor for resolution and/or counseling.
 - (4) If the employee is 60 days out on payment, the Accounting Assistant II will contact the employee to encourage payment.
 - (5) If the employee is 90 days out on payment, the Accounting Assistant II will refer the debt to the employee's supervisor through the chain of command for resolution and/or counseling.
2. **Cash Advance** - Use of a State facilitated charge card is the primary method for obtaining a cash travel advance at an authorized ATM. Cash travel advances obtained through the State facilitated charge cards are subject to the following restrictions:
- a. The dollar amount of any cash advance is limited to \$200 in any 7-day period.
 - b. The minimum advanced is the M&IE for one full day.
 - c. Cash advances are limited to one withdrawal per authorized trip unless exigent circumstances exist.
 - d. ATM facility charges up to the maximum per SAM are reimbursable by the State. Absent exigent circumstances, ATM's with charges in excess of the reimbursable amount are not to be used by employees to obtain an advance.

APPENDIX

- TRAVEL CLAIM FORM
- SAMPLE OF GSA ALLOWANCE FOR LODGING AND M&IE
- AUTHORIZATION TO USE PRIVATE VEHICLE
- OUT-OF-STATE TRAVEL AUTHORIZATION FORM


 SEARCH

Per Diem

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Overview

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Per Diem Rates

Meals and Incidental Expense Breakdown

Factors Influencing Lodging Rates

FY 08 Per Diem Highlights

Fire Safe Hotels

Per Diem Files (Current & Archived)

Nevada - FY 08

(October 1, 2007 through September 30, 2008)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, [visit the National Association of Counties \(NACO\) website](#) (a non-federal website).

NOTE: If neither the city nor the county is listed, the location is a standard CONUS destination with a rate of \$70.00 for lodging and \$39.00 for meals and incidental expenses (M&IE).

State Tax Rates & Exemption Forms

Properties at Per Diem (FedRooms)

[View a state map](#) with highlighted areas showing where rates listed below apply. Standard CONUS rates apply elsewhere.

[Select another State](#)

Primary Destination (1)	County (2, 3)	Max Lodging (Exc. taxes)	*	M&IE Rate	=	Max Per Diem Rate (4)	First & Last Day (75% of M&IE)
Incline Village / Crystal Bay / Reno / Sparks (October 1 - May 31)	Washoe	104		49		153	36.75
Incline Village / Crystal Bay / Reno / Sparks (June 1 - August 31)	Washoe	152		49		201	36.75
Incline Village / Crystal Bay / Reno / Sparks (September 1 - September 30)	Washoe	104		49		153	36.75
Las Vegas (October 1 - December 31)	Clark	108		64		172	48.0
Las Vegas (January 1 - May 31)	Clark	124		64		188	48.0
Las Vegas (June 1 - August 31)	Clark	93		64		157	48.0
Las Vegas (September 1 - September 30)	Clark	108		64		172	48.0
Stateline, Carson City	Douglas, Carson City	91		64		155	48.0

[Printer Friendly format](#)

NEVADA DEPARTMENT OF WILDLIFE
Authorization to Use Private Vehicle

Employee requesting authorization to use private vehicle:	
Travel Dates From: _____ To: _____	Destination: _____
Explanation/Justification: 	
Indicate: _____ Employee or _____ Employer Convenience	
Evaluation of estimated expenses by travel method other than Department vehicle: Air Coach: \$ _____ Motor Pool (if Department vehicle is not available): \$ _____ Personal Vehicle: _____ miles x _____ rate = \$ _____	
<p>ATTESTATION:</p> <p>The employee understands that if extra time is involved as the result of using a private vehicle, as opposed to flying or using an agency vehicle, that the employee will:</p> <ol style="list-style-type: none"> 1. Be on annual leave, compensatory time off, or personal leave for the extra travel time; and 2. Not claim meals and other travel expenses en route that would not be incurred if using air travel or an agency vehicle, provided that air travel would, all things considered, be the least expensive and most efficient means of travel. <p>There are serious implications involved if an employee is involved in an accident in their personal vehicle that need to be considered:</p> <ol style="list-style-type: none"> 1. The State's insurance policy does NOT extend to or over an employee's personal vehicle in the event of an accident. Any damage claims are, therefore, charged to the employee's personal insurance coverage. 2. Similarly, the State's blanket policy does not indemnify an employee in the event of bodily injury resulting from a traffic accident while operating their personal vehicle, even if on official business. The employee should check their personal coverage for any restrictions or limitations when using a personal vehicle for official business. <p>I, _____, have read and understand the above restrictions and implications of using my personal vehicle for official business and hold harmless the Department should I be involved in a vehicle accident.</p> <p>Date: _____</p>	
Supervisor and Division Chief signatures indicate that there is approval and sufficient budget authority to cover the travel expense for use of the employee's personal vehicle.	
Immediate Supervisor Approval and Signature: _____	Date: _____
Division Chief Approval and Signature: _____	Date: _____
Director or Deputy Director Approval and Signature: _____	Date: _____

DEPARTMENT OF WILDLIFE OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST



SECTION 1

DEPARTMENT OF WILDLIFE

AGENCY	OFFICIAL STATION	DATE
EMPLOYEE	DESTINATION	DESTINATION PHONE #

SECTION 2

DATES OF TRAVEL STATUS: _____

PURPOSE OF TRIP: _____

SECTION 3

COST: GSA Per Diem \$ _____ GSA Lodging \$ _____ Air Fare \$ _____ Parking \$ _____ Motor Pool \$ _____	Pers. Vehicle \$ _____ Registration \$ _____ Ground \$ _____ Public Trans \$ _____ Rental Car \$ _____ Other \$ _____
--	--

Total Request: \$

*Include a print out of the current maximum GSA rate for that city/region.

SECTION 4

Will the employee be combining state business with personal business? Yes No

If yes, has written permission been initiated by the employee and approved by the Director demonstrating that no additional costs will be incurred by the State? Yes (attached) No

How many employees will be attending the same meeting? _____ Training Session? Yes No

WAS TRIP APPROVED IN THE CURRENT D.E.A.? Yes No **AMOUNT: \$** _____ **Page#** _____

If "no" please explain: _____

PROJECT CHARGED

ORG		SUBORG	APPR. UNIT		JOB #
<i>DIV</i>	<i>FS</i>	<i>PROJ</i>	<i>BUDGET</i>	<i>CAT</i>	<i>LOC</i>

SUPERVISOR'S APPROVAL	DATE
DIVISION CHIEF'S APPROVAL	DATE
FISCAL STAFF'S REVIEW	DATE
DIRECTOR'S APPROVAL	DATE